

OSQPHY/GOALS

The purpose of this course is to provide the student with basic knowledge of the structure and organization of the workplace and some of the systems they are likely to encounter.

Broad topical areas such as; labour relations, health and safety, management, leadership, and motivation, productivity and performance, quality and control, stress management, and problem solving will be covered.

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All provinces now have labour relations statutes which aim to strengthen the bargaining position of the worker, promote more harmonious relations between employers and employees, and to facilitate the settlement of industrial disputes by means of a collective bargaining procedure- A key feature of these statutes is the recognition of the right of most employees to be represented, for bargaining purposes with the employer, by a labour union. Associated with this process is the responsibility of employers to negotiate in good faith.

An understanding of the respective positions of each party will be gained through the study of representative organizational structures, elementary labour law, and workplace legislation.

OBJECTIVES

- 1- To review the role of labour unions in the modern workplace.
2. To review the different federal and provincial labour statutes that set minimum employment standards in Canada.

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North American organizations be they manufacturing operations, unions, churches, or healthcare centres can differ considerably in their style of operations, management, view of and relationship to employees, as well as their overall organizational structure. Various processes they may or may not use such as, planning, decision-making, and problem solving can have considerable impact on human resources- Impacts may be seen in employee productivity, performance, and recognizable signs of stress in the system.

QPJECIIVES:

- 1- To appreciate that there [^][^] different ways of operating any organization in form, style, and structure.
2. To recognize the basic units of any organization and their interrelationship from a systemic perspective.
3. To comprehend and apply a problem solving model in an industrial organization setting.
4. To recognize the nature of stress in the workplace, causes, symptoms, and how to manage them-

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// Manufacturing is the process of making goods with the assistance of
^wer-driven machines, involving v&rrious levels of worker skill and
echnological know-how. Originally, the term once described the process of
making goods by hand using simple tools.

In Canada, today, modern manufacturing uses a high degree of
mechanization and automation, specializes the work of each employee, and
may use mass production techniques and standardization where appropriate,
to produce *an* abundance of relatively inexpensive goods.

QgJf£IIVES:

- 1 - To recognize various types of manufacturing processes.
- 2- To comprehend the characteristics of modern manufacturing.
- 3- To recognize the importnace of qualtiy and control in modern
manufacturing.
4. To review the factors involved in laying out an modern
manufacturing plant -
- 5- To discuss the basic types of buildings and equipment used in
modern manufacturing.

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Lecture/discussions will lie the main method of instruction. Reading
assignments will be given from time to time. Case studies will also be
provided at which time the class will be divided into study groups.
Selected videos will supplement lecture material.

CLASS_PARTICIPATIQN:

Individual participation in class discussions is necessary for
learning and knowledge transference. .!>

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through written assignments and quizzes at regular intervals, as well as
through attendance and class participation.

Quizzes and Assignments	50%
Attendance and Class Participation	10%

Quizzes and Assignments will be announced approximately one week in
advance.

Any person not able to attend a quiz must notify the instructor prior
to the quiz (a medical certificate or other proof may be required). Ib^L^_

Any person missing a quiz without notifying the instructor or with an acceptable reason will receive a mark of zero (0) on that quiz.

RULING:

Correct spelling and grammar in all quizzes and written assignments are essential to effectively communicate proof of understanding of the subject content - Any serious frequency of spelling errors, particularly of subject terminology or of grammar errors will probably reduce the receiver's or marker's ability to accurately interpret the communications, and thus should be avoided - Such problems may also result in the lowering of the mark by one grade or more.

FINAL GRADES:

90% or more	A+
80-89%	A
70-79%	B
55-69%	C
54 or less	R (the student must repeat the course)

In order to successfully complete the course, students must have an overall grade of at least 55%.- There will be no rewrites of individual quizzes or assignments. Under certain limited circumstances a supplemental final quiz may be taken.

Application for this quiz must be given in writing to the instructor as soon as the final grades are posted. Only those with an average of 50 to 54% will be eligible for this quiz.

A final grade of "C" will be given to anyone who successfully completes the supplemental final quiz.

NOTE

The instructor reserves the right to alter the course content at his/her discretion, at any time.

Labour Unions and Collective Bargaining
Organizational Structure
Labour, and Health and Safety Law
Case Studies

StYAf!E,,§IlJ_S^r_uc^ures_gl_d^
Management, Leadership and Motivation
Problem Solving
Stress and its Effects

Types of Manufacturing
Quality and Control
Plant Layout and Equipment